

867004/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: RISK MANAGER

DEFINITION

Under general direction of the Finance Director, to plan, organize and supervise the centralized activities of Risk Management, including risk identification and evaluation, insurance or self-insurance selection, and claims analysis; to provide leadership and coordination to the self-insured Workers Compensation program, public liability, occupational and industrial safety and related programs and activities; and to perform other related work as required.

REPORTS TO: Finance Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises supervision over professional, para-professional and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Organizes and directs the City-Wide risk management program; establishes and enforces safety policies and procedures.
- Receives and analyzes all liability claims against the City; evaluates City's liability; and coordinates the adjustment, defense or settlement of claims with the City Attorney where litigation is involved.
- Supervises the administration of the City's workers compensation program.
- Reviews, evaluates and reports on the effectiveness of the comprehensive risk management program such as safety, loss control, claims management and related areas.
- Studies and analyzes the degree of exposure City properties have regarding various types of casualties.
- Surveys the City's facilities, programs and operations to identify hazards and potential liabilities and to evaluate related insurable risks.
- Coordinates loss control training and directs safety activities to avoid or reduce accident exposure.
- Obtains the most cost effective insurance plan for each risk or recommends other alternatives to insurance coverage.
- Determines the various feasible alternatives which will protect City assets and minimize City exposure to general and workers compensation liability risks.
- Analyzes current insurance developments and their importance to the City.
- Review current insurance legislation.

Risk Manager

- Recommend the employment of special consultants when appropriate.
- Negotiate and administer insured and self-insured plans; recommend programs; monitor coverage and claims experiences; and project costs and program effectiveness.
- Establishes general insurance requirements for contracts the City enters into, and reviews contracts to ascertain where insurance clauses are appropriate.
- Prepares budget requests for the Division.
- Plans, assigns, supervises and reviews the work of the Risk Management Division Staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of risk management and asset protection programs.
- Risk avoidance and transfer.
- Financial and legal requirements for developing, implementing and administering self-insurance plans.
- Laws of contracts relating to risk management and asset program protection.
- Insurance companies, policies and procedures regarding claims and reserves.
- Principles and practices of organization, administration, budget personnel management.
- Communication skills and techniques for data collection and the preparation of written or oral reports.
- Accounting and auditing principles and procedures, statistical and financial analysis, and bid preparation, solicitation and evaluation.

Ability to:

- Analyze insurance policy provisions to determine the existence and extent of liability.
- Analyze, classify and rate risks, exposure and loss expectancy.
- Examine and interpret financial statements of applicant companies to determine solvency.
- Collect, interpret and evaluate data.
- Methodically evaluate reasons to validate conclusions and define and select alternatives.
- Rationalize and project the consequences of decisions and/or recommendations.
- Formulate policies, plan, coordinate and initiate actions necessary to implement decisions.
- Interact with personnel at all organizational levels and on occasion function in stressful situations requiring persuasion and negotiation.
- Act as liaison to advise and /or resolve differences between departments and outside agencies.
- Initiate, plan and complete work assignments with a minimum of direction and control.
- Supervise, train and evaluate subordinate personnel.

- Operate personal computer as related to job functions.
- Understand and interpret laws, rules and regulations.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, financial management, business administration or closely related field.

Experience: Five years of progressively responsible management experience including administrative responsibility for the development and maintenance of risk management, safety and/or workers compensation programs.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Risk Manager

TO: